

REQUIREMENTS FOR OUTDOOR EVENT PERMIT

1. An Outdoor Permit is required for events in city parks, public right-of way and private property. Please contact the Special Events Office at (404) 330-6100 for further information.
2. Provide certificate of insurance showing liability insurance coverage for proposed event.
3. Approval for sanitary facilities (toilets, food service, drinking water, solid waste) is required by the respective County Health Department. The Health Department may be contacted for additional details. Fulton County may be reached at (404) 730-1301 or (770) 306-3196 and DeKalb County at (404) 508-7900. Please furnish either:
 - A. Copies of appropriate permits; or
 - B. Letter or approval.
4. Approval from the Fire Department:
 - A. A separate Fire Department Tent Permit is required for events using tents, and the fee is currently \$66.
 - B. Provide flame retardant certificates for all tents.
 - C. Submit three (3) copies of the plans. Seating plans or other information may be required, so you may contact the Fire Department for details at (404) 853-7076.
 - D. When approved, two (2) stamped copies of the scaled site plans illustrating the tent(s) location will be returned to the applicant for finalization by Bureau of Buildings.
5. A separate Electrical Permit is required for any tent or event with lighting, generator or other electrical service. Electrical permits may be secured by licensed electricians only, and the Electrical Division may be reached at (404) 330-6180 for details.
6. Approval from the Bureau of Buildings (BOB):
 - A. All remaining plans (two (2) copies) including an Outdoor Event Application and associated documents will be reviewed by BOB.
 - B. Additional plans may be required as necessary for site work, bleachers, temporary buildings or structures and etc.
 - C. BOB will issue a Building Permit authorizing the event and all associated work, and the fee currently is \$50.

Note: Stages and other structures exceeding 200 square feet require stamped and signed plans by a Georgia Registered Engineer.